YES: A Primer

1. Log in to yes.vanderbilt.edu. Sign in using your VUNet ID and e-password.

2. The student landing page will appear.

3. Please note the top of the page, where any announcements will appear.

4. The student summary box lists your expected date of graduation (Degree Expect Term), parental release information, and adviser(s). Your Commodore ID also is listed here.

5. The box at the top, right-hand side of the screen lists your Enrollment Dates.

**Pay careful attention to these dates, as these are the only times that you will be able to enroll in courses.**

6. The Holds box will list any active holds on your registration account. These can include the Adviser Approval Hold, your school's Registrar's Hold, Student Accounts Hold, and Immunization Hold. Any active hold will prevent you from registering via YES.

**You MUST contact your adviser and have your Adviser Approval Hold lifted before you can enroll in classes.**

7. Courses in which you are enrolled will appear in the Student Schedule box. Note that you can send an email with your class schedule, download the schedule to your electronic calendar(s), or print your schedule by clicking on the appropriate icons in this box.

8. Any applications to which you have access will appear beneath the summary box. These include:

- the registration program;
- AAI (Access to Academic Information): a quick view of your academic record. Final grades appear on AAI at the end of each term;
- the online degree audit: shows your progress toward completion of degree requirements.
How to Enroll in a Class

NOTE: You may add courses to your cart as soon as you activate your VUNet ID and e-password. However, you may register only during your enrollment dates, and you will not be able to enroll in courses until your adviser lifts the Adviser Approval Hold.

1. From the Student Landing page, click on the Student Registration icon:

2. Note the box to the top, right-hand side of the registration screen. This provides at-a-glance information about the number of hours in your cart and the number of hours in which you are enrolled, as well as the date of your next available enrollment window (appointment). Click on any of the sections for details.

3. Enter the course for which you wish to search in the Quick Search field.

Search Classes

math 140

Alternately, you can use the Advanced Search by clicking on Advanced (highlighted by the red box in the picture above).

The Advanced Search allows you to search for classes by any number of parameters. Students majoring in interdisciplinary programs should find the Class Attributes search helpful. You can select courses that can count toward your major but are not offered under the subject area rubric of your major. (For example, a student majoring in European Studies can search for courses that count toward her major by selecting “Eligible for European Studies” from the Class Attributes menu.)
4. When your search results are returned--

**Mathematics**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Section</th>
<th>Instructor</th>
<th>Time</th>
<th>Location</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 110</td>
<td>Survey of Calculus</td>
<td>01</td>
<td>4 0 hrs Lecture</td>
<td>MWF 01:10p - 02:00p</td>
<td>Stevenson Center 4309</td>
<td>1/90</td>
</tr>
<tr>
<td></td>
<td></td>
<td>02</td>
<td>4 0 hrs Lecture</td>
<td>MWF 08:10a - 09:00a</td>
<td>Stevenson Center 5211</td>
<td>0/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>03</td>
<td>Discussion</td>
<td>T 08:35a - 09:25a</td>
<td>Stevenson Center 1310</td>
<td>0/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>04</td>
<td>Discussion</td>
<td>T 11:10a - 12:00p</td>
<td>Stevenson Center 1212</td>
<td>0/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>05</td>
<td>Discussion</td>
<td>T 01:10p - 02:00p</td>
<td>Stevenson Center 1210</td>
<td>0/15</td>
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<tr>
<td></td>
<td></td>
<td>06</td>
<td>Discussion</td>
<td>T 02:10p - 03:00p</td>
<td>Stevenson Center 1214</td>
<td>0/15</td>
</tr>
</tbody>
</table>

**4a. Check the live enrollment numbers**

The green circle indicates an open section. A yellow triangle (△ 0/12) means that the enrollment capacity has been met and the wait list is open. A blue square (0/0) means that the class and the wait list both are full.

**4b. Click on the row for detailed information about the class, paying careful attention to the “Requirements” section for information on pre- and co-requisites**
4c. Select Add To Cart from the Class Detail, or click on the plus sign to add the class to your cart.

5. A success message will appear at the bottom of the page once the course has been added to your cart. You can add up to 20 courses to your cart. **NOTE:** Placing a course in your cart does NOT affect your registration. You must enroll in the course from the cart (see below).

6. Click the In Cart box at the top of the page to see your cart courses.

7. To register, for each course, choose either “Enroll” or “Waitlist If Full” from the drop-down menu on the course row.

8. Click Submit. A success message will appear at the bottom of the page. You can enroll in up to 18 hours for the semester.

**Wait List**

If you would like to enroll in a course for which the enrollment capacity has been met, you must select “Waitlist If Full” to add yourself to the Wait List.
Drop if Enrolled

To avoid getting permanently “stuck” on the waitlist as seats become available, make sure to use the Drop-if-Enrolled feature. If you do not have a DROP class specified, you will not move off the waitlist if:

- Getting into the class would create a time conflict; use Drop-if-Enrolled to remove the class that overlaps with your waitlisted class.

- Getting into the class would put you over 18 hours; use Drop-if-Enrolled to bring your hours to 18 or fewer.

- You’re enrolled in another primary section for the same course: You waitlisted the 11 a.m. lecture and enroll in the 9 a.m. lecture of the same course. You will not be enrolled into the 11 a.m. lecture unless you use Drop-if-Enrolled to specify dropping the 9 a.m. lecture.

INSTRUCTIONS FOR USING DROP-IF-ENROLLED:

1. Click on the Enrolled box at the top of the page. Make sure that both the Enrolled and Waiting boxes are selected.

2. You will see all courses for which you have taken some enrollment action.

3. Click on the brown button with the up-and-down arrows.

4. The system will prompt you to select a course to drop if you get enrolled in the waitlisted course. Select the course to drop by clicking on the brown button with the up-and-down arrows, then click save. A note will appear beneath the waitlisted course to indicate which course will be dropped if you get enrolled.

Again, this is a highly useful feature. Please utilize it. If you are on the Wait List for any course, the drop-if-enrolled tool is the best way to ensure that you get the schedule that you want!
How to Drop a Class OR Swap a Class

1. Click the Enrolled box at the top of the page to see your cart courses.

2. Select the course(s) that you wish to drop by clicking on the box on that course's row (highlighted in red above). Click Drop at the bottom of the page.

3. The system will prompt you to make sure that you want to drop the class. Click yes.

4. A success message will appear to show that you officially have dropped the class.

**Alternately, if you wish to make sure that you will be able to get into a different class before dropping a class in which you are enrolled (remember: registration is LIVE!), use the SWAP feature.**

1. From the Enrolled screen, click the orange button with the left-and-right arrows.
2. The system will prompt you to select a class to swap. Select the course to swap by clicking on the orange button with the left-and-right arrows, then click Swap.

A version of YES enhanced for mobile viewing is available at webapp.mis.vanderbilt.edu/more.

For further information about YES and its features, please visit the following website for links to YES User Guides: http://registrar.vanderbilt.edu/registration/yes-user-guides/.

Please make sure to utilize the cart feature so that you will be able to enroll in courses quickly when your enrollment window opens. In addition, please make sure to contact your adviser before your enrollment window opens so that he or she can remove your Adviser Approval Hold.

Please feel free to contact us if you have any questions.

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